

**Title:** Vice Chair, Care of the Athletic Heart

**Reports to:** Chair, Lifelong Learning Oversight Committee

**Term of Service:** Four Years

### **Course Overview**

**Dates:** June 6-8, 2024 (anticipated); 2025: TBD

**Location:** Heart House; Washington, DC

This course provides clinicians with the tools needed to improve patient care for athletes and brings them up to date on the latest advances in the field of sports cardiology. Attendees learn about fundamental cardiovascular (CV) diagnostic and management strategies and treatment options from sports cardiology experts through cases, research, panel discussions and debates. Learners obtain the strategies needed to tailor care to all athlete patients, across the spectrum of competitive, recreational and occupational athletes.

The new Course Vice Chair will join Meagan Wasfy, MD, MPH, FACC, current Course Chair, in leading the planning and implementation of the Care of the Athletic Heart Course. The Course Chair and Vice Chair will collaboratively lead a small, diverse Planning Committee. The Course Vice Chair will serve a four-year term, two years as Vice Chair followed by two years as Chair.

### **Major Duties/Responsibilities**

The Vice Chair will work in collaboration with the Chair and ACC staff to lead and manage the work of the Planning Committee in developing the educational course, and in selecting and preparing the faculty team.

Responsibilities include:

1. Thoughtful collaboration to plan the course education
  - a. Review of previous course and speaker evaluation reporting
  - b. Review of and input into education needs assessment
  - c. Leading multiple planning calls—typically bi-weekly or monthly; weekly as the course approaches
  - d. Collaboration with the Course Chair and ACC Staff on:
    - i. Development of overall needs and goal statements
    - ii. Development of learning objectives
    - iii. Linkage of learners' needs to the goal statement and course learning objectives
    - iv. Building the course agenda, specifying the topics, order, length and format of presentations
    - v. Identifying appropriate faculty to invite
  - f. Providing input on the evaluation and assessment strategies, including pre/post-test questions
  - g. Providing faculty coaching via phone, email and during on-site interactions
  - h. Reviewing faculty slide presentations and providing feedback, as needed, to ensure alignment with the course goal and learning objectives

2. Timely and thoughtful contributions to course promotional efforts
  - a. Providing suggestions and feedback on course promotional materials, including:
    - i. Course branding designs
    - ii. Overall marketing and promotions strategy
  - b. Collaboration with ACC staff to develop engaging clinical text for marketing pieces, including key talking points for each segment of the target audience
3. Planning Committee and faculty oversight
  - a. Identification of appropriate Planning Committee members and faculty
  - b. Oversight of course faculty to assure timely development of presentations and associated materials (e.g., PowerPoint slides, questions for learners, handouts)
  - c. Reinforcement and support of ACC staff efforts to ensure faculty meet deadlines regarding paperwork submissions, travel arrangements and presentation-related submissions
4. Abstracts and Cases
  - a. Reviewing and scoring of assigned submissions for the abstract and case poster portion of the conference
  - b. Oversight of onsite poster judging of accepted abstracts and cases and selection of winners for the abstract competition

#### **Required Qualifications**

1. A current ACC member in good standing
2. First-hand knowledge and/or experience as an educator in face-to-face and/or virtual settings
3. Experience leading and/or planning a medical meeting, course or conference (e.g., Director/Chair, Co-Director/Vice Chair or Planning Committee member)
4. Demonstrated broad knowledge of cardiovascular medicine, and specifically the diagnostic and therapeutic strategies and guideline recommendations for the care of athlete patients
5. Ability to make a four-year commitment to the role, serving as Vice Chair for two years and Chair for two years
6. Applicants may not serve as the Chair or Vice Chair of another ACC course or conference during the term of service for this role
7. Ability to meet the time commitment the position demands, including:
  - a. Active participation as a member leader on scheduled planning calls
  - b. Responsiveness to ACC staff requests for activities associated with course preparation
  - c. Full-time, on-site presence and availability at the course
8. Ability to collaborate with the Course Chair, Planning Committee and ACC Staff to chart a clear direction, offer creative solutions, develop action plans, keep to timelines, and respond to changing conditions and opportunities
9. Proven track record working in partnership with ACC members and staff, emphasizing a respectful team environment

Note: A member may reapply to a Vice Chair role after being away from the leadership of a course for four years.

**Required Competencies**

1. Solution-oriented, with expertise in solving complex programmatic challenges
2. Diplomacy with cardiovascular specialists worldwide in planning a medical meeting
3. Proven communication skills, including:
  - a. Motivating people and setting expectations
  - b. Delegating effectively
  - c. Representing the ACC in potentially delicate or politically sensitive situations that may arise from time to time
  - d. Excellence in public speaking
4. Highly skilled at successful teamwork with a diverse group of cardiovascular specialists



Please complete the application form in full and email it to Monique Montoya at [mmontoya@acc.org](mailto:mmontoya@acc.org) by 11:59 p.m. ET on Thursday, Sept. 21, 2023, along with a copy of your CV and cover letter. You must also update your disclosure by visiting <https://disclosure.acc.org>.

There can be no extensions to the deadline for applications. The Lifelong Learning Oversight Committee is responsible for reviewing applications and will determine final selection of the Vice Chair.

**I. CONTACT INFORMATION:**

Name \_\_\_\_\_

ACC Member Number \_\_\_\_\_

Affiliation \_\_\_\_\_

Office Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone Number \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Email Address \_\_\_\_\_

**II. APPLICANT CRITERIA** – Please refer to the Position Description and align your responses accordingly.

A. General Qualifications: Why are you interested in leading this Course? Please share no more than three primary reasons.

B. Specific Educator Experience: Please share your three most relevant experiences.

C. Specific Leadership Experience: Please share your three most relevant experiences.

**For Use by ACC:**

CV Attached \_\_\_\_\_ Cover Letter Attached \_\_\_\_\_ Date Rec'd \_\_\_\_\_